

3rd Grade Computer
 Long Range Plans – August, 2011 through May, 2012

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| <p>AUGUST / SEPTEMBER</p> | <ul style="list-style-type: none"> ❑ Use and understand basic computer terms: network, electronic mail (email), copyright, software piracy, file, hardware, software ❑ Show an understanding of appropriate legal and ethical conduct by demonstrating appropriate use of computers ❑ Show an understanding of appropriate legal and ethical conduct by demonstrating appropriate computer etiquette ❑ Show an understanding of appropriate legal and ethical conduct by following the school Acceptable Use Policy regarding technology resources ❑ Show an understanding of appropriate legal and ethical conduct by respecting the privacy rights of all users through the use of security rules outlined in the school Acceptable Use Policy ❑ Show an understanding of appropriate legal and ethical conduct by following the school Acceptable Use Policy regarding appropriate behavior ❑ Show an understanding of appropriate legal and ethical conduct by obeying copyright laws ❑ Demonstrate ability to manage files (save, open) ❑ Create a file name for a saved document ❑ Create and save a document to use “save” and “save as” ❑ Demonstrate ability to organize files ❑ Save files to network directories ❑ Demonstrate appropriate use of special keyboard keys: backspace, delete, enter, ALT, CTRL, spacebar, enter, TAB, and shift keys ❑ Identify and properly use basic computer hardware & software components: digital camera, hard drive, and flash drives ❑ Demonstrate use of Microsoft PAINT tools |
| <p>OCTOBER</p> | <ul style="list-style-type: none"> ❑ Use the network to access information from a directory ❑ Learn keyboarding skills: practice proper posture and finger positions and learn correct finger reaches ❑ Continue working with Microsoft PAINT tools ❑ Use and understand basic computer terms: Internet, web browser, and website ❑ Learn and practice Internet safety ❑ Continue working on websites ❑ Demonstrate use of Microsoft WORD ❑ Identify the functions and advantages of productivity software: word processing ❑ Use and understand basic computer terms: word wrap, and edit ❑ Use a word processor in a real world context to type reports ❑ Format documents: indent ❑ Format documents: align text ❑ Use desktop publishing techniques to insert and manipulate graphics ❑ Edit text: cut copy, paste, delete text ❑ Right-click to access context menu ❑ Edit text: use spell check ❑ Use the Internet to access online information for research ❑ Open, view, and print documents |
| <p>NOVEMBER</p> | <ul style="list-style-type: none"> ❑ Continue to practicing keyboarding skills ❑ Continue working with Microsoft PAINT tools ❑ Continue working with Microsoft WORD ❑ Continue working on websites ❑ Format documents: select font, style, size ❑ Use a word processor in a real world context to type stories and/or poems |

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| DECEMBER | <ul style="list-style-type: none"> <input type="checkbox"/> Continue to practicing keyboarding skills <input type="checkbox"/> Continue working with Microsoft PAINT tools <input type="checkbox"/> Continue working with Microsoft WORD <input type="checkbox"/> Continue working on websites <input type="checkbox"/> Introduce <i>Microsoft Publisher</i> |
| JANUARY | <ul style="list-style-type: none"> <input type="checkbox"/> Continue to practicing keyboarding skills <input type="checkbox"/> Continue working with Microsoft PAINT tools <input type="checkbox"/> Continue working with Microsoft WORD <input type="checkbox"/> Continue working on websites <input type="checkbox"/> Continue working with Microsoft PUBLISHER <input type="checkbox"/> Identify the functions and advantages of presentation software <input type="checkbox"/> Use and understand basic computer term: "multimedia" <input type="checkbox"/> Prepare a presentation for class display: create a new presentation <input type="checkbox"/> Prepare a presentation for class display: create and edit slides / screens <input type="checkbox"/> Prepare a presentation for class display: customize the background <input type="checkbox"/> Prepare a presentation for class display: arrange objects on the slide / screen <input type="checkbox"/> Prepare a presentation for class display: insert graphics, clip-art <input type="checkbox"/> Prepare a presentation for class display: use special effects (e.g. WordArt) to enhance titles <input type="checkbox"/> Prepare a presentation for class display: add slide transitions to slide show <input type="checkbox"/> Prepare a presentation for class display: save a presentation as a new file <input type="checkbox"/> Prepare a presentation for class display: save a presentation to a new location <input type="checkbox"/> Prepare a presentation for class display: open an existing multimedia project <input type="checkbox"/> Prepare a presentation for class display: practice presentation skills for an audience |
| FEBRUARY | <ul style="list-style-type: none"> <input type="checkbox"/> Continue to practicing keyboarding skills <input type="checkbox"/> Continue working with Microsoft PAINT tools <input type="checkbox"/> Continue working with Microsoft WORD <input type="checkbox"/> Continue working on websites <input type="checkbox"/> Continue working with Microsoft PUBLISHER <input type="checkbox"/> Continue working with Microsoft POWERPOINT |
| MARCH | <ul style="list-style-type: none"> <input type="checkbox"/> Continue to practicing keyboarding skills <input type="checkbox"/> Continue working with Microsoft PAINT tools <input type="checkbox"/> Continue working with Microsoft WORD <input type="checkbox"/> Continue working on websites <input type="checkbox"/> Continue working with Microsoft PUBLISHER <input type="checkbox"/> Continue working with Microsoft POWERPOINT |
| APRIL | <ul style="list-style-type: none"> <input type="checkbox"/> Continue to practicing keyboarding skills <input type="checkbox"/> Continue working with Microsoft PAINT tools <input type="checkbox"/> Continue working with Microsoft WORD <input type="checkbox"/> Continue working on websites <input type="checkbox"/> Continue working with Microsoft PUBLISHER <input type="checkbox"/> Continue working with Microsoft POWERPOINT |
| MAY | <ul style="list-style-type: none"> <input type="checkbox"/> Continue to practicing keyboarding skills <input type="checkbox"/> Continue working with Microsoft PAINT tools <input type="checkbox"/> Continue working with Microsoft WORD <input type="checkbox"/> Continue working on websites <input type="checkbox"/> Continue working with Microsoft PUBLISHER |

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| | □ Continue working with Microsoft POWERPOINT |
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